# MMIS+ IPRS Governance Meeting of July 9, 2001

## Minutes

**Attended by:**

DMA            - Linda Connelly, Rich Ham, Rebecca Johnston, Linda Gustafson, Beverly Hill
DMH            - Gary Imes, Tim Wildfire, Betty Cogswell, Rick Olson
Controllers Office - Gary Fuquay, Jack Chappell, Curtis Crouch
EDS            - Ricky Pope, Cathy Waters, Patrice Ticehurst, Joyce Norals, Mike Frost


**General Comments:**

Gary Fuquay facilitated the meeting. He requested that decisions (***shown in italics and bold***) made by the group be summarized to ensure progress can be easily tracked from meeting to meeting. Following the decisions are comments recorded for each item on the meeting agenda.

1. *Meeting Leadership - The rotation will be Linda Connelly, Gary Fuquay and Tara Larson (Gary Imes will usually represent Tara). Gary Imes will lead the next meeting of August 13.*

   *Future Meetings - Future meetings from now to December 9, 2002 will be held on the second Monday of each month, 3:30pm, at 616 Oberlin Road, room 152.*

   *There are two exceptions Monday, November 12, 2001 to be held Tuesday, November 13 and Monday, November 11, 2002 to be held Tuesday, November 12).*

2. *Governance Sub-Committee - A working group was formed to draft a charter for the MMIS-IPRS Governance group. It will define the group's scope, objectives, responsibilities and all procedures for conducting business including development of agendas, making work assignments, identifying voting members, how voting matters will be submitted, voting, etc.*

   *The members will be:*
   *Controller's Office     - Jack Chappell*
   *DMA                - Beverly Hill*
   *DMH                - Gary Imes, Tim Wildfire, Rick Olson*
   *EDS                 - Joyce Norals, Mike Frost*

   The group will conduct its first session on July 16 at 3:00pm.


3. **DMA / DMH Decision Points**

   Cathy Waters distributed documentation titled "IPRS and Medicaid - Analysis of System Differences" presenting EDS's analysis of system and process differences between MMIS+ and IPRS. The differences are important in the consideration of maintaining a base MMIS+ system for DMA and DMH. When business requirements differ between the Divisions, EDS has designed IPRS specific modules or job streams when possible. EDS will use this document as the base for an enhanced document to be presented prior to the August meeting.

   The document review each of the following areas for differences - Benefit Package/System Payer Controls, Claims Receipt/ANSI 837, Client Eligibility/ANSI 834, Provider Eligibility, Claims Processing, Edits, Audits, Procedure Code, Rates/Pricing, Prior Approval, Financial (NCAS, Budget Processing, Electronic RA), Adjustments, Reporting, Web Browser.

4. **Communication Model**

   Cathy Waters distributed documentation titled "DMA/DMH Communication Model" presenting EDS's draft position of the process to communicate agency changes to the MMIS. The changes are categorized as File Maintenance and Computer Service Requests (CSR). Linda Connelly asked that the decision making process be clarified to make sure it reflects that the governance committee is trying to stick to a regular meeting schedule rather than becoming embroiled in several "called" meetings.

   The document also defines three categories of CSR Categories: 1) Division-specific CSRs, 2) Mutually beneficial CSRs, and 3) Beneficial to one Division, but not the other.

   A draft of a form to be used by EDS to communicate changes that could impact the Divisions was presented. It is titled "ISSUES MEMO". It shows: Subject, Problem/Opportunity, Proposed Solution, Discussion of Problem/Opportunity, Discussion of Proposed Solution, Alternatives, Implementation of Proposed Solution. Also, for administration purposes: Date, Prepared by, Approved by. And Amendment Required, Administrative Change Required, Required Documents attached.

   EDS also probably will modify the SLC template so that discussion/decisions for each division are included.

   ***A response-by-date needs to be added to the issues log form.***

   ***The process will "go live" when the pilot area programs become operational.***

5. **Change volume and impact**

   Mike Frost distributed documentation titled "Analysis of MMIS system changes released to production 11/2000 - 6/2001" that showed the dates of the software releases, the number of CSRs, CSRs with shared elements, and CSRs likely to have direct impact on DMH processing (this was not all CSRs performed for DMA, only those having shared elements).

   ***The document will be updated for our next meeting. Tim Wildfire will cross-reference the changes as applicable to the DMA Affected Areas*** (as documented during the course of IPRS development project).

6. **Cost Allocation**

   Cathy Waters distributed documentation titled "MMIS+ Governance Meeting - Cost Allocation Discussion July 9, 2001" with the results of a meeting with Gary Fuquay, Jack Chappell, and Bob Duke to explore various Cost Allocation Scenarios. There were three scenarios studied: 1) Division Specific System Changes, 2) Mutually Beneficial System Changes, 3) Shared Code Where Changes Are Only Beneficial to One Division. The document also presented thoughts on "Cost Allocation Audit Trails".

   Ricky Pope, Executive Director, EDS NC Contract, gave examples of cost allocation from other states. He will provide contacts.

   Linda Connelly will send the names of people in other states who have tackled the matter of cost allocation to Curtis Crouch.

   Gary Fuquay has asked Curtis to develop more detail in the area of cost allocation, as a result of his interviewing how other states are doing it.

7. **Invoice format**

Cathy Waters mentioned that the format of the Invoice will be the same for DMA and similar to that now distributed to DMH, only with more specifics for fiscal agency functions. For cost allocation, detail will be provided for how cost was shared between DMA and DMH.

***DMH desires to have costs associated with "PIVs and CATs" specified in their invoices.***

8. **Next Meeting - August 13, 3:30pm, 616 Oberlin Road, room 152**